



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 13, 2014

Kim Hoff
577 Crestview Avenue
Ottumwa, Iowa 52501

Dear Kim,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the May 5th and May 12th, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

Reason determined out of compliance: On May 5, 2014 I observed you had 12 preschool children in care. As a Registered Category B home you can provide care to no more than 8 preschool aged children at any one time and two of those children must be considered part-time.

How to correct: I have enclosed the Corrective Action Safety Plan we signed were you agreed to stay within the maximum number of children allowed as a Category B provider.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: You were over the maximum number of children allowed for your category which effects your ability to provide careful supervision. You had several unsafe electrical outlets due to not having a safety cap that were accessible to a child, and you were using cribs that did not meet the required standards and are not considered safe. There are other areas of non-compliance that need to be corrected.

How to correct: Do not provide care to more than the maximum number of children allowed as a Category B, make sure all electrical outlets are safely capped and correct all items noted in this letter as out of compliance within the next 45 days.

On May 12, 2014 I noted you had removed 4 cribs from your child care due to them not meeting the CFR 1219 or 1220 standards. This was determined by you contacting the

manufacturer of these cribs and getting information those were not in compliance.

☐ 110.5(1) c- The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Reason determined out of compliance: I looked through your first-aid kit and it does not have all items required.

How to correct: I have enclosed a list of items required and recommended for your first-aid kit to meet this requirement. Purchase the items within the next 45 days.

☐ 110.5(1) e- All accessible electrical outlets are safely capped.

Reason determined out of compliance: I observed electrical outlets accessible by a child that did not have safety caps in the napping/diaper changing room and the large play room.

How to correct: Put caps on these outlets and make sure all accessible outlets always have a safety cap on them.

☐ 110.5(1) j- The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Reason determined out of compliance: Your emergency and disaster plans did not have an evacuation map.

How to correct: Use the form I left with you to write your plan and draw a map of evacuation routes in the event of a fire and were to go in the case of a tornado.

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: On May 5, 2014 you reported you have not documented your drills in 2014.

How to correct: On May 12, 2014 you had practiced your drills and had them documented. Continue to do this monthly.

This item is now in compliance.

☐ 110.5(1) m- Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Reason determined out of compliance: I observed you had a 1A 10 BC rated fire extinguisher.

How to correct: Purchase a 2A 10 BC rated fire extinguisher. If you decided to use the main floor for child care you will need one on that floor in addition to the one in the basement.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: On May 5, 2014 you reported you have not recorded the dates you have tested the smoke detector batteries in 2014.

How to correct: Use the form you have for this to record the dates you do the monthly testing of the batteries in your smoke detectors.

☐ 110.5(1) q- All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: I reviewed your pet records and determined their annual exams are done and the rabies shots are up to date. I did not find information regarding the pets being free of endo and ecto parasites.

How to correct: You can have the vet complete and sign the Pet Health Certificate I left with you for each pet to meet this requirement.

☐ 110.5(1) v- The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: On May 5, 2014 you did not have a written policy for Health-related emergencies.

How to correct: On May 12, 2014 I reviewed the policy you had written and noted it meets the requirement.

This item is now in compliance.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: You did not have information available for review for physicals for you and your husband, no immunization records on any household members.

How to correct: Get a copy of a physical completed in the last 2 years for your husband, have the doctor sign and date the form you had for your physical. You could use the new Provider Physical Examination report I left with you for you and your husband. This would take care of the immunization requirement as well. If you do not do that, you will need to get a copy of you and your husband's immunization records to document you have been immunized for MMR, polio and Tetanus/Diphtheria.

☐ 110.5(2) c- An individual file is maintained for each staff assistant and contains:

☐ 110.5(2) c- A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

Reason determined out of compliance: You did not have a copy of a physical for Mark's file.

How to correct: Get a copy of a physical dated within the last 2 years and place it in his assistant file. If he has not had one in that timeframe he will need to get one done. Use the Provider Physical Examination report I left with you for a new physical.

☐ 110.5(2) d- An individual file is maintained for each substitute and contains:

☐ 110.5(2) d- A physician's signed statement of health of at the time of employment and at least every two years thereafter.

Reason determined out of compliance: You did not have a copy of a physical for Mark's file.

How to correct: Get a copy of a physical dated within the last 2 years and place it in his assistant file. If he has not had one in that timeframe he will need to get one done. Use

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Reason determined out of compliance: I did not find this information in the file for D.

How to correct: Have the parents fill out and sign the Child Intake Sheet.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find this information in the files for A, L, T, and B.

How to correct: When a child starts in your care make sure you get a physical dated within the past 12 months and a comprehensive health history for their file.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: The physical for the following children are dated more than one year ago and need to be updated- Co, D, L, and T.

How to correct: Get a copy of a physical for these children within the past 12 months.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

The files for Co, D, Ca, T and E did not have a list of persons authorized to pick up their child. Speak with the parents for these children and ask them if they have a person they would allow to pick up their child in the event of an emergency and the parent would not be able to.

☐ 110.5(8) i- Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Reason determined out of compliance: You reported taking the children for walks away from your home. You did not have written permission from the parents to take their child away from your home.

How to correct: I left a form with you to use to meet this requirement. Complete the form with the required information such as the approximate time(s) you will take the walks and generally where you go. Have the parents sign giving you permission to take their child on walks and put a copy in the child's file.

☐ 110.5(9)-The provider meets the following requirements:

☐ 110.5(9) c- Gives consistent, dependable care.

Reason determined out of compliance: You were found to be caring for more children than allowed as a Category B provider. You stated you knew you were over numbers when asked about the children in care on May 5, 2014.

How to correct: We have discussed the maximum number of children allowed as a Category B on May 5 and May 12th. You will be expected to stay within the maximum number allowed from now on. I encourage you to call either Lori Anderson or myself in the future if you have questions about numbers of children you can provide care to.

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(1) a- Not more than six preschool children present at any one time including infants.

☐ 110.9(1) d- Not more than two children who are receiving care on a part-time basis at any one time.

Reason determined out of compliance: On May 5, 2014 you were found to be providing care to 12 preschool aged children. As a Category B you are allowed to care for a maximum of six preschool aged children full-time and two part-time.

How to correct: Do not provide care to more than 8 preschool-aged children at any one time. If you have six children in and one or two more come into care 2 of those eight children need to be part-time. You need to track the part-time hours on the form you have for this to ensure you do not use more than the maximum number of hours allowed for part time children (180 hours per month).

☐ 110.9(3) c- The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window.

I am still gathering information and seeking clarification from our Central Office in Des Moines on in order to make a determination on compliance. I will send a follow up letter with that information when I receive it.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319/892-6803 or 866/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (515/246-3566).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).